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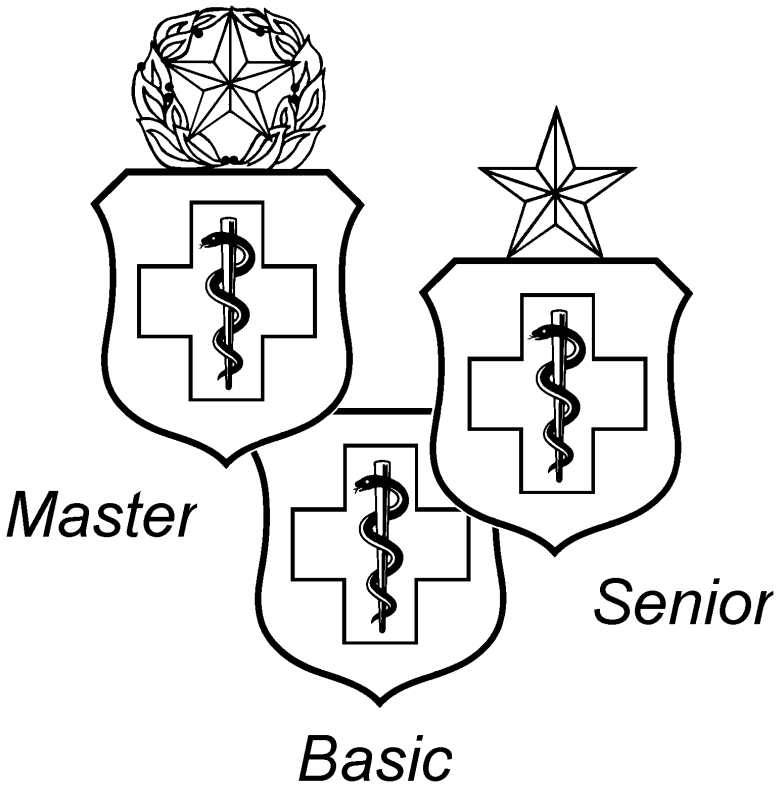
DENTAL ASSISTANT SPECIALTY



CAREER FIELD
EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

Table of Contents

Part I

Preface 1

Abbreviations/Terms Explained 2

Section A - General Information 5
1. Purpose of the CFETP
2. Use of the CFETP
3. Coordination and Approval of the CFETP

Section B - Career Field Progression and Information 7
4. Specialty Descriptions
5. Skill/Career Progression
   5.1. Apprentice (3) Level
   5.2. Journeyman (5) Level
   5.3. Craftsman (7) Level
   5.4. Superintendent (9) Level
6. Training Decisions
7. Community College of the Air Force
8. Career Field Path

Section C - Skill Level Training Requirements 20
9. Purpose
10. Specialty Qualifications
    10.1. Apprentice (3-Skill Level) Training
    10.2. Journeyman (5-Skill Level) Training
    10.3. Craftsman (7-Skill Level) Training
    10.4. Superintendent (9-Skill Level) Training

Section D - Resource Constraints 22
11. Purpose
12. Apprentice Level Training
13. Journeyman Level Training
14. Craftsman Level Training
15. Reporting Qualification Training Constraints

Section E - Transitional Training Guide 25

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Part II

Section A - Specialty Training Standard 26

Section B - Course Objective List 48

Section C - Support Materials 48

Section D - Training Course Index 49

Section E - MAJCOM Unique Requirements 50

Section F - Documentation of Training 50

Part I Figures

Figure 7-1. List of Examinations and AFIADL Courses for CCAF Degree Requirements.
Figure 8-1. Enlisted Education and Training Path.
Figure 8-2. Dental Assistant and Dental Laboratory Training and Career Progression.
Figure 8-3. Air Reserve Component Enlisted Education and Training Path.
Figure 15-1. Memorandum for Reporting Qualification Training Constraints.

Part II Figures

Figure 15-1. Organization of the 4Y0XX OJT Record.
Figure 15-2. Sample, AF Form 797 Documentation.
Figure 15-3. Sample, Mandatory, Recurring Training Documentation.
Figure 15-4. Sample, Qualification Training Progress Record.
Figure 15-5. Sample, Interservice Training Documentation.
Figure 15-6. Sample, Orientation Documentation (4Y0XX Model).
Figure 15-6.1. Sample, Initial Upgrade Training Briefing.
Figure 15-6.2. Sample, Upgrade Documentation (4Y0XX Model).
Figure 15-7. Sample, Job Description/Performance Standards Review (4Y0X1 Model).

CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive core training document that identifies life-cycle training and education requirements, training support resources and minimum core task requirements for the dental assistant specialty. The CFETP provides supervisors, trainers and trainees a clear career path to success and instills rigor in unit level training.

2. This CFETP consists of two parts; both are used by supervisors to plan, manage and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan; Section B identifies career progression information, duties and responsibilities, training strategies and presents career field flowcharts; Section C associates each skill level with specialty qualifications (knowledge, education, training, experience and other); Section D indicates resource constraints i.e., 3-, 5-, and 7- level formal/OJT training. Examples include: funds, manpower, equipment and facilities. Section E contains the Transitional Training Guide.

NOTE: AFMAN 36-2108, Airman Classification, contains the job descriptions.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, core tasks, Air Education and Training Command (AETC) formal training conducted by the 882d Training Group and correspondence and wartime course requirements. Section B provides guidance on obtaining the course objective list. This list is provided by the OPR for the selected training course. Section C identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. Section D is a training course index supervisors can use to determine courseware available to support training, included here are both mandatory and optional courses. Section E is designed to list MAJCOM unique requirements, at this time this section is not used. Documentation of training is outlined in Section F via the use of competency folders; this section outlines the format and documentation necessary to maintain a competency folder.

3. Using guidance provided in this CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their careers. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS AND TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an Air Force Specialty (AFS).

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Dental Readiness Assurance Program (AFDRAP). AFDRAP is designed to focus attention on USAF Dental Service programs and activities that support maintaining a high level of Air Force readiness. Includes the following programs: Periodic Dental Examination, Dental Classifications, Dental Readiness Class 3 and 4 Monitoring, Dental Clearance Programs and Availability/Access to Care.

Air Force Career Field Manager (AFCFM). Responsibilities include development, implementation, and maintenance of the CFETP as well as other duties within the AFS.

Air Force Institute for Advanced Distributed Learning (AFIADL). Provides instructional opportunities for customers beyond the confines of the formal classroom. AFIADL has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Reserve (AFR).

Air National Guard (ANG).

Air Reserve Component (ARC). Comprised of the Air National Guard and the Air Force Reserve.

Career Development Course (CDC).

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document that encompasses all education and training for a career field. It is a diagram for professional military and career technical development. The CFETP's singular design unites the training efforts of AETC and the using MAJCOMs to eliminate waste and thereby defend training budget requirements.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Continuation Training. Additional training exceeding upgrade and qualification training requirements with emphasis on present or future duty assignments.

Core Tasks. Tasks the AFCFM identifies as minimum qualification requirements within an AFSC regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, identifying the tasks knowledge requirements, and respective standards provided to achieve a specific skill level in this career field. Supervisors can use the COL to conduct graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

Exportable Training. Additional training via computer assisted, read ahead material (paper text), interactive video, or other necessary means to supplement training. (Also referred to as distance learning).

Individual Mobilization Augmentee (IMA).

Initial Skills Training. A formal resident course which results in award of a 3-skill level AFSC.

Major Command (MAJCOM) Functional Manager (FM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM FMs work with the AFCFM to develop, implement, and maintain the CFETP.

Mirror Force. Maximizing the mission readiness capability of the Air Force Medical Service through a combined effort of Active Duty, Reserve, and National Guard by: sharing values and principles, optimizing a total force strategy, using technology effectively and efficiently, training for joint taskings and creating a dynamic environment which maximizes everyone's potential.

On-the-Job Training (OJT). A training method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location by a qualified trainer.

Qualification Training (QT). Hands-on performance-based training designed to qualify a trainee in a specific duty position. This training program occurs both during and after upgrade training. It is designed to provide the performance skills training required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit by supervisors and trainers to qualify, or aid qualification in a duty position, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs establish performance standards and are designed to standardize skills verification and validation of task competency.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that prevents training from being developed or delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade trainees in each skill level of a specialty.

Specialty Training Standard (STS). An Air Force publication that describes an AFS in terms of tasks and knowledge which an individual in that specialty should be expected to perform or to know on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses. It also specifies the level of proficiency that the individual is trained to in each formal course. A chart that explains proficiency requirements (see proficiency code key in part II of this CFETP) accompanies the STS to assist course developers and supervisors in determining the actual definition of each level of prescribed proficiency.

Task Certifier. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements of the United States Air Force).

Trainer. A trained and qualified individual who teaches specific tasks on-the-job. The term is also used in reference to some equipment that is used to teach specific tasks.

Upgrade Training (UGT). A mixture of mandatory courses, task qualifications, QTPs, and CDCs required for award of the appropriate skill level(s).

Utilization and Training Workshop (U&TW). A forum led by the AFCFM that incorporates the expertise of MAJCOM FMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements.

Wartime Course. A structured course to train only essential tasks and produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the Specialty Training Standard.

Section A - General Information

1. Purpose. This CFETP provides information to career field managers, commanders, training managers, supervisors, dental officers, trainers, and the 882d Training Group to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals must receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and continuation training. Initial skill training is the AFS specific training an individual receives upon entry into this specialty that results in the award of the 3-skill level. UGT identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the appropriate skill levels. QT is actual hands-on task performance training designed to qualify a trainee in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge training required to do the job. AT is formal AFS training used for qualified individuals. Continuation training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required. This CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the career field training program. Also, it is used to help supervisors identify training at the appropriate points in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends training and education throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training program.

2. Uses. This plan will be used by all levels of supervisory and management personnel to ensure comprehensive and cohesive training programs are available/instituted for each individual in the specialty.

2.1. The AFCFM will maintain the CFETP. The AFCFM, MAJCOM FMs, and AETC personnel will review the CFETP annually to ensure currency and accuracy. MAJCOMs must make sure training isn’t developed that can be satisfied by existing courses.

2.2. AETC training personnel will develop/revise formal resident and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop plans for obtaining resources needed to provide the identified training.

2.3. The MAJCOM FMs will ensure their training programs complement the CFETP mandatory initial skills and UGT requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFS must be identified for inclusion in this plan and must not duplicate already available training.

2.4. The 381 TRS/XWAA, at 917 Missile Road, Sheppard AFB TX 76311-2246, will develop and revise QTPs according to the priorities assigned by the AFCFM and with the resources available to the 381 TRS.

2.5. Each individual entering this career field will complete the mandatory training requirements specified for them in this plan. For a listing of the mandatory courses individuals must attend refer to Part II, Section D.

3. Coordination and Approval. The AFCFM is the approval authority for the CFETP. MAJCOM FMs and AETC training personnel will identify and coordinate through proper channels all initial and subsequent changes to the CFETP to ensure currency and accuracy.

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. Dental Superintendent and Chief Enlisted Manager (CEM).

4.1.1. Specialty Summary. Manages dental functions and assists the dental commander (DC) in managing and operating the dental activity. Related DoD Occupational Subgroup: 330.

4.1.2. Duties and Responsibilities.

4.1.2.1. *Performs dental administrative duties*. Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts self-assessments, hazard communication, and dental training programs. Manages manpower and staffing issues.

4.1.2.2. *Inspects and evaluates dental activities*. Inspects and evaluates administrative and paraprofessional practices used in the dental service. Reports deficiencies and outstanding accomplishments to the DC. Interprets inspection findings and recommends corrective action. Consults/coordinates with the DC for improving dental clinic administrative/paraprofessional procedures and institutes corrective actions.

4.2. Dental Assistant Apprentice, Journeyman, and Craftsman.

4.2.1. Specialty Summary. Performs paraprofessional tasks and duties. Coordinates dental assistant functions and assists the DC in the operation of the dental activity. Related DoD Occupational Subgroup: 330.

4.2.2. Duties and Responsibilities.

4.2.2.1. *Assists dental officer in treating patients*. Receives patient, examines dental record, and prepares patient for treatment. Adjusts dental chair. Selects, arranges, and prepares instruments and medications. Measures and records vital signs. Assists in managing emergency procedures. Retracts tissues and maintains clear operating field. Prepares materials for making impressions and restoring defective teeth. Records entries in individual dental records indicating oral health condition and treatment accomplished. Performs expanded duties as required in support of patient treatment.

4.2.2.2. *Performs preventive dentistry duties*. Performs oral prophylaxis and scaling procedures using dental hand/ultrasonic instruments and oral hygiene aids. Applies anticariogenic agents and materials and places sealants. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing and conducting comprehensive preventive dentistry programs.

4.2.2.3. *Exposes and processes dental radiographs*. Adjusts radiographic machine, places film in proper position and exposes intraoral films. Places patient in proper position for extraoral radiograph and exposes film. Processes, labels and mounts film. Duplicates dental radiographs. Practices and enforces radiation safety standards. Performs digital radiograph function and procedures when applicable.

4.2.2.4. *Engages in general dental duties*. Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Tests and monitors sterilizing equipment. Cleans, lubricates, and makes minor adjustments to dental equipment. Performs daily inspections and user maintenance on dental equipment. Practices and enforces safety standards.

4.2.2.5. *Performs dental administrative and materiel duties*. Maintains dental health records, filing systems, and publications. Reviews correspondence, reports and records for accuracy. Develops, manages, and conducts self-assessments, hazard communication and dental training programs. Manages and documents data affecting dental manpower, quality assurance and accreditation. Performs dental materiel functions related to procurement, custodial responsibilities and budgeting. Maintains and disposes of dental supplies and equipment. Performs dental data processing.

4.2.2.6. *Inspects and evaluates dental activities*. Inspects and evaluates administrative and paraprofessional practices in the dental service. Reports deficiencies and outstanding accomplishments through the chain of command as appropriate. Interprets inspection findings and recommends corrective action. Consults/coordinates with the DC for improving dental clinic administrative/paraprofessional procedures and institutes corrective actions.

5. Skill/Career Progression. Timely training and progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and the *AFSC 4Y0X1 Career Field Development Flowcharts* identify career/skill progression.

5.1. Apprentice (3) Level. After completing initial skills training, an apprentice works with qualified assistants and dentists to enhance his or her knowledge and skills. The apprentice will enter UGT using the CDC and QT to progress in the career field. Minimum training times will be a total of 9 months for retrainees and 15 months for normal UGT. Primary emphasis in training should be on chairside assisting, dental radiology, and patient records and reception. Tasks taught during initials skills training and performed on the job will be evaluated at the member’s first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

5.2. Journeyman (5) Level. Once upgraded to the 5-skill level, journeymen enter into continuation training. Journeymen may be assigned duties in various functional areas such as general dentistry, dental specialty areas, dental radiology, preventive dentistry, and patient records and reception. Duty position rotations are necessary to adequately train and certify journeymen. Journeymen should consider becoming nationally certified by the American Dental Assistants Association, and continue their education towards a Community College of the Air Force (CCAF) degree. Journeymen are eligible for special duty assignments such as Instructor Duty. Attending computer training would be beneficial. Individuals will attend the Airmen Leadership School (ALS) after 48 months TIS or prior to sew-on of SSgt.

5.3. Craftsman (7) Level. A craftsman is expected to be knowledgeable and highly skilled in a wide variety of patient treatment procedures and patient administration duties. They are the primary trainers of those trainees working toward advancement to the 5- and 7-skill levels. They can also expect to fill various supervisory and management positions. Craftsmen are eligible for special duty assignments such as Instructor Duty or the Dental Investigation Service (DIS). Craftsmen must become knowledgeable on management of resources. Continued education through CCAF and higher degree programs is encouraged. When promoted to TSgt, individuals will complete the Noncommissioned Officer Academy.

5.4. Superintendent (9) Level. Before attaining the 9-skill level, individuals must be SMSgt. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional experience in areas of budget, resources, and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

6. Training Decisions. This CFETP uses a building/block approach to encompass the entire spectrum of training requirements for the Dental Assistant Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. We have used this strategy to develop affordable training, eliminate duplication, and prevent a fragmented approach to training. The following decisions regarding training within the 4Y0X1 Dental Assistant Career Field were made at the combined Dental Assistant/Dental Laboratory Utilization and Training Workshop, 10-13 June 2002.

6.1. Initial Skills. (3-level training) Several areas were subdivided to provide more task specific training. Element 4.2.3., *Dental Readiness Classifications* was further broken into 4.2.3.1., and 4.2.3.2., *Identify Dental Readiness Classifications and Record Dental Readiness Classifications.* Element 4.2.4., *Population Health Metrics*, was added and subtasks were specified, 4.2.4.1., *Identify status,* and 4.2.4.2., *Record Status*. Item 5.6.3., *Perform disinfection of water lines*, was also added. Task 7.3.11., *Brief on pre/post operative instructions*, was changed to include pre-operative instructions. Task 9.6.2., *Expose intraoral radiographs using paralleling devices*, was broken into subtasks to specific x-ray series (Horizontal BWXR, 2 and 4 films, vertical BWXRs, and FMXR series. Element 9.11., *Mount and label dental radiographs*, was subdivided in the same manner as 9.6.2., 9.13.1. *Principles*, was added to provide training on digital radiography. Three new elements were added regarding risk factors, Items 10.2, *Identify risk factors*, 10.2.1., *Personal*, and 10.2.2., *Population health*. 10.3.4.5.,

Instruct patients on effects of tobacco use. Other items that were broken into subtasks include: 11.6.2., *Store Materials,* 11.6.2.1., *Follow manufacturer's instructions*, and 11.6.2.4., *Store disposable items or destruction*; these tasks are listed under 11.6.2., *Store materials*. Element 11.6.3., *Turn-in disposable items such as needles, blades and syringes for destruction* no longer includes storing. Deleted tasks include: 5e(2), *Techniques of sterilization,* 5f(2), *Prepare disinfectant*, 14m, *Determine and conduct ARC training requirements.* Proficiency codes for the following tasks either increased or decreased, 4.1.5., *File records*, decreased; 5.5.2., *Perform sterilization procedures,* and 5.5.4., *Perform DIPC procedures*, increased. Elements 7.3.2.3., *Assemble matrix*, and 9.6.4., *Expose panoramic* radiographs, decreased. Task 9.7.2., *Use portable manual developer*, increased.

6.2. Five-Level Upgrade Requirements. Several areas were subdivided to provide more task specific training. Element 4.2.3., *Dental readiness classifications* was broken into 4.2.3.1., and 4.2.3.2., *Identify dental readiness classifications and Record dental readiness classifications,* these were both identified as 5-level core tasks. Element 4.2.4., *Population health metrics*, was added and subtasks were specified; 4.2.4.1., *Identify status,* and 4.2.4.2., *Record status* are both 5- level core tasks. Item 5.6.3., *Perform disinfection of water lines*, was added as well as identified as a 5-level core task. Task 7.3.11., *Brief on pre/post operative instructions*, was changed to include pre-operative instructions. Task 9.6.2., *Expose intraoral radiographs using paralleling devices*, was broken into subtasks to specific x-ray series (Horizontal BWXR, 2 and 4 films, vertical BWXRs, and FMXR series). Each was designated a 5- level core task. Element 9.11., *Mount and label dental radiographs*, was subdivided in the same manner as 9.6.2. Task 9.13.1., *Principles*, was added to provide training on digital radiography. Three new elements were added regarding risk factors, Items 10.2., *Identify risk factors*, 10.2.1., *Personal*, and 10.2.2., *Population health*. 10.3.4.5., *Instruct patients on effects of tobacco use*. Item 10.3.10., *Manage patient recall programs* has been added and broken into two subtask areas, 10.3.10.1., *Periodontal* maintenance, and 10.3.10.2., *Caries risk recall.* Other items that were broken into subtasks include: 11.6.2.1., *Follow manufacturer's instructions*, and 11.6.2.4., *Store disposable items or destruction* (5-level core task); these tasks are listed under 11.6.2., *Store materials*. Element 11.6.3., *Turn-in disposable items such as needles, blades and syringes for destruction* no longer includes the word storing. Deleted tasks include those listed under Three-Level Requirements and also include: 7b(9), *Prepare gypsum products,* 10b(10), *Polish restorations*. Proficiency training levels either increased or decreased for the following tasks: 1.3.5., *Exercise safety practices during job performance,* remove core task identifier; add 5-level core task identifier to 5.6.3., *Perform disinfection of water lines*, and remove identifier from 11.6.2.3., *Store dangerous/flammable materials*. Proficiency requirements decreased for the following: 5.5.1., *Types of equipment*, and 10.3.5.3., *Use sonic or other devices;* 14.3., *Conduct training*, 14.4., *Counsel trainees on their progress*, and 14.7., *Document training*).

6.3. Seven-Level Upgrade Training Requirements. One new area was added to the 7-level training plan. Element 10.3.10., *Manage patient recall programs* was added and subdivided into 10.3.10.1., *Periodontal maintenance* and 10.3.10.2. *Caries risk recall*. The 7-level core task identifier was removed from the following tasks: 1.2.2.3., *Mirror force;* 1.2.2.4., *Air Reserve Component (ARC);* 1.2.2.5., *ARC career progression;* 4.1.8., *Retire records;* 4.9.1., *Process*

and maintain automated dental treatment data; and 7.3.5.2., *Interview patient*. Proficiency training requirements either increased or decreased for the following tasks: 3.1.1., *Professional relations with patients and medical personnel*, decreased; 4.9.1., *Process and maintain automated dental treatment data*, decreased; 4.11., *Prepare and review operating policies and instructions*, decreased; 4.14.3., Draft management reports using computer software applications, decreased; 12.1., *Locate and utilize required information in publications*, decreased; 13.8., *Prepare written job descriptions*, increased; 13.9*., Evaluate manning, staffing and utilization requirements*, increased; 14.1., *Evaluate personnel to determine need for training*, increased; 14.2., *Determine/prepare job qualification standards*, increased; 14.3., *Conduct training*, decreased; 14.4., *Counsel trainees on their* progress, decreased; 14.6., *Monitor effectiveness of qualification training*, increased; and 14.8., *Evaluate effectiveness of training programs*, increased.

6.4. Proficiency Training. QTP modules will be developed to train dental specific areas of supervision and training.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Science Degree. Contact the base education office for more information. In addition to the associate degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an Occupational Instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. Degree Requirements. Upon completion of basic military training and assignment to an AFS field, active duty, ANG, and AFRES enlisted members are automatically enrolled in the degree program designed for their career field. A student needs to hold the journeyman (5) level in the appropriate AFSC at time of program completion.

Subject	*Semester Hours*
Technical Education	24
Leadership, Management, and Military Studies (LMMS)	6
Physical Education	4
General Education	15
Program Elective	15
Total Requirements	64

7.3.1. Technical Education (24 Semester Hours). A minimum of 12 semester hours of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hours values in any subject or course must be approved by the Academic Programs Division.

Technical Core

Subject/Courses	*Semester Hours*
Dental Sciences	12
CCAF Internship	18
Oral Radiology	6
Dental Clinical Phase and Procedures	16
Preventive Dentistry Sciences	8

Technical Electives

Subject/Courses	*Maximum Semester Hours*
Advanced Dental Hygiene	9
AF Enlisted Professional Military Education	6
Medical Readiness	3
Computer Science	6
Dental Administrative Procedures	6
Emergency Medicine	3
General Biology	4
General Chemistry	4
General Psychology	3
Human Anatomy and Physiology	4

7.3.2. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours). Professional military education, and civilian management courses are accepted in transfer and/or by testing credit. The preferred method of completing LMMS is through attendance at an Airman Leadership School, NCO Academy, and/or Air Force Senior NCO Academy.

7.3.3. Physical Education (4 Semester Hours). This requirement is satisfied by completion of basic military training.

7.3.4. General Education (15 Semester Hours). This requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements:

Subjects/Courses	*Semester Hours*
Oral Communication Speech	3
Written Communication English Composition	3
Mathematics Intermediate algebra or college-level mathematics course that satisfies the delivering institution's mathematics graduation requirement. If an acceptable mathematics course applies as a technical or program elective, a natural science course of mathematics may be substitute.	3
Social Sciences Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	3
Humanities Fine Arts (Historical significance, Criticism, and Appreciation), Foreign language, Literature, Philosophy, Religion	3

7.3.5. Program Elective (15 Semester Hours): The Program Elective requirement is satisfied with applicable Technical Education, LMMS, or General Education subjects/courses, including natural sciences courses meeting General Education requirements application criteria. A maximum of six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

7.3.6. Course Examinations and AFIADL courses listed in Figure 7-1 are available free to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements. Like letters or numbers in the last column of each grouping indicate duplicate exams. For example, the letter "B" for both Organizational Behaviors, indicates duplication.

7.4. Additional Off-Duty Education. This is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. CCAF awards 14 semester hours for Dental Assisting National Board certification.

Subject Area **Course/Exam**	SEM HRS	AFIADL	CLEP GEN	CLEP SUB	DSST	Regents College Exams	DUP
COMPUTER SCIENCE (TECH)							
Info Systems/Computer Applications	3			X			
Introduction to Computing	3				X		
LEADERSHIP, MANAGEMENT, & MILITARY STUDIES							
Course 6 NCOA Corr Course	**	X					
Course 8 SNCOA Corr Courses	**	X					
Course 50 History of US Air Power	2	*					
Principles of Management	3			X			
Human Resource Management	3				X		A
Organizational Behavior	3				X		B
Principles of Supervision	3				X		
Organizational Behavior	3					X	B
Human Resource Management	3					X	A
NATURAL SCIENCE							
Natural Science	6		X				C,D
General Biology	6			X			C
General Chemistry	6			X			
Astronomy	3				X		D
Principles Physical Science I	3				X		
Physical Geology	3				X		
Anatomy and Physiology	6					X	
Microbiology	3					X	
ORAL COMMUNICATION							
Principles of Public Speaking	3				X		
WRITTEN COMMUNICATION							
English Composition	6		X				E
Freshman College Composition	6			X			E
English Composition	6					X	E
MATHEMATICS							
College Math	6		X				
College Algebra-Trigonometry	3			X			F,G
College Algebra	3			X			F
Trigonometry	3			X			G
Calculus/Elementary Functions	6			X			
Fundamentals College Algebra	3				X		F
Principles of Statistics	3				X		H
Statistics	3					X	H

Figure 7-1, List of Examinations and AFIADL Courses for CCAF Degree Requirements

Subject Area **Course/Exam**	SEM HRS	AFIADL	CLEP GEN	CLEP SUB	DSST	Regents College Exams	DUP
SOCIAL SCIENCES							
Social Sciences & History	6		X				
Human Growth & Development	3			X			I
American Government	3			X			
Introductory Sociology	3			X			
Western Civilian I	3			X			
Western Civilian II	3			X			
Introductory Psychology	3			X			
Principles of Macroeconomics	3			X			
Principles of Microeconomics	3			X			
History of the US II	3			X			
History of the US I	3			X			
Contemporary Western Europe	3				X		
Introduction Modern Middle East	3				X		
Human/Cultural Geography	3				X		
Rise/Fall of the Soviet Union	3				X		
History of the Vietnam War	3				X		J
Civil War and Reconstruction	3				X		
Lifespan Developmental Psychology	3				X		I
General Anthropology	3				X		I
History of Nazi Germany	3					X	
Abnormal Psychology	3					X	
American Dream	6					X	
World Population	3					X	
Life Span Development Psychology	3					X	I
HUMANITIES							
Humanities	6		X				K
English Literature	6			X			
American Literature	6			X			
College German	***			X			
College French	***			X			
College Spanish	***			X			
Analyzing and Interpreting Literature	6			X			K
Art of the Western World	3				X		
Ethics in America	3				X		
Introduction to World Religions	3				X		L
Religions of the World	3					X	L

* AFIADL courses do not apply toward the 30 semester hour limit for examination credit.
** Worth 5-11 Semester hours depending on enrollment date.
*** Worth 6 or 12 semester hours depending on passing score.

Figure 7-1 (cont), List of Examinations and AFIADL Courses for CCAF Degree Requirements

8. Career Field Path.

8.1. Manpower Table.

	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	AB-A1C	Total
Total	19	43	134	185	434	600	739	2154

Career Field Flowcharts. Charts depicting this specialty's career path are presented on the following pages. The Enlisted Education and Training Path (Figure 8-1) illustrates when training is required for each skill level within this specialty. Figure 8-2 provides additional career progression information in standard flow chart design. Figure 8-3 charts the Air Reserve Component Enlisted Education and Training Path.

ENLISTED EDUCATION AND TRAINING PATH

EDUCATION AND TRAINING REQUIREMENTS

- ☞ BASIC MILITARY TRAINING SCHOOL
- ☞ APPRENTICE TECH SCHOOL = 3-SKILL LEVEL
- ☞ UPGRADE TO JOURNEYMAN = 5-SKILL LEVEL
  - 15 MONTHS ENLISTED SPECIALTY TRAINING (EST/OJT)
  - COMPLETE APPROPRIATE CDC
- ☞ AIRMAN LEADERSHIP SCHOOL (ALS)
  - MUST BE A SRA WITH 48 MONTHS TIME IN SERVICE, OR BE A SSGT SELECTEE
  - RESIDENT GRADUATION IS A PREREQUISITE FOR SSGT SEW-ON
- ☞ UPGRADE TO CRAFTSMAN = 7-SKILL LEVEL
  - MINIMUM RANK OF SSGT OR SSGT SELECTEE
  - 12 MONTHS EST/OJT
  - FORMAL ADVANCED SKILL TRAINING (TECHNICAL SCHOOL/EXPORTABLE COURSES)
  - MUST BE 7-LEVEL TO SEW-ON TSGT
- ☞ NONCOMMISSIONED OFFICER ACADEMY (NCOA)
  - MUST BE A TSGT OR TSGT SELECTEE
  - RESIDENT GRADUATION IS A PREREQUISITE FOR MSGT SEW-ON
- ☞ USAF SENIOR NCO ACADEMY (SNCOA)
  - SMSGT/OR SELECTEE/SELECTED MSGT
  - RESIDENT GRADUATION IS A PREREQUISITE FOR CMSGT SEW-ON
- ☞ UPGRADE TO SUPERINTENDENT = 9-SKILL LEVEL
  - MINIMUM RANK OF SMSGT
- ☞ OJT TRAINER:
  - BE APPOINTED AND CERTIFIED*
  - ATTEND FORMAL AIR FORCE TRAINER COURSE
- ☞ OJT CERTIFIER:
  - MINIMUM RANK OF SSGT
  - BE APPOINTED AND CERTIFIED
  - ATTEND FORMAL AIR FORCE TRAINER COURSE
  - POSSESS AT LEAST A 5-SKILL LEVEL OR EQUIVALENT EXPERIENCE (CIVILIAN)
  - CORE AND CRITICAL TASK CERTIFICATIONS

* OJT TRAINERS MAY CERTIFY NONCORE AND NONCRITICAL TASKS

AVERAGE SEW-ON TIME FOR PROMOTIONS

- 6 MONTHS
- 14 MONTHS
- 36 MONTHS
- 8.8 YEARS AVERAGE
- 15.9 YEARS AVERAGE
- 19YEARS AVERAGE
- 21.4 YEARS AVERAGE
- 24.7YEARS AVERAGE

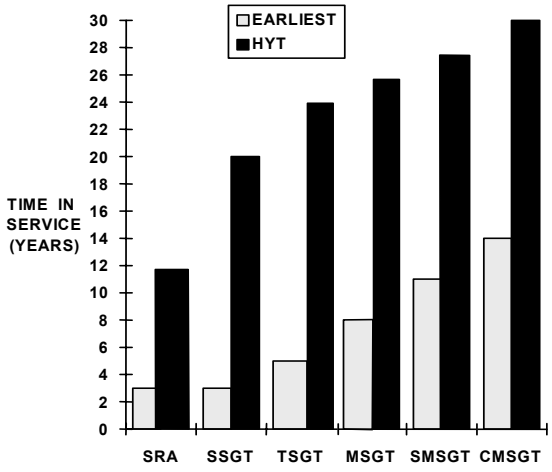

Figure 8-1, Enlisted Education and Training Path

DENTAL ASSISTANT AND DENTAL LABORATORY TRAINING
CAREER PROGRESSION

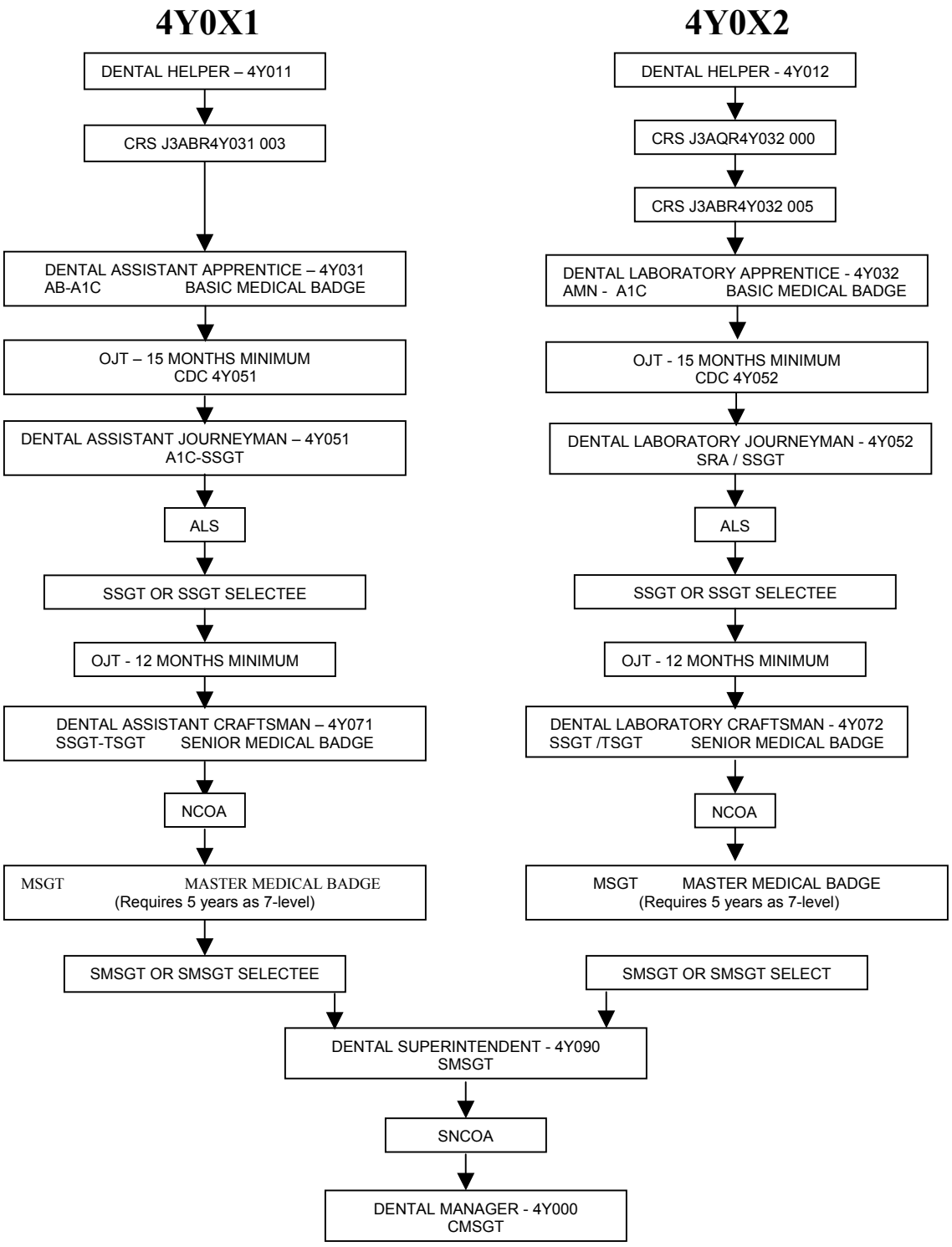

Figure 8-2, Dental Assistant Training And Career Progression

Enlisted and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-on	Earliest Sew-on	High Year of Tenure
Basic Military Training School				
Apprentice Technical School (3-skill level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-skill level) -Minimum 15 months on-the-job training -Complete appropriate CDC if/when available	A1C SrA	16 months 3 years	28 months	
Airman Leadership School (ALS) -Must be a SrA with 48 months time in service or SSgt select -ALS/Correspondence Course required to sew-on SSgt (N/A for ANG)	**Trainer** -Must attend the formal AF Training course and be appointed by Commander -Trainers must be qualified and certified on tasks to be trained			
Upgrade to Craftsman (7-skill level) -Minimum rank of SSgt -Minimum 12 months OJT -Complete appropriate CDC if/when available -Advanced technical school	SSgt	4.5 years	3 years	33 years
Retrainees -Minimum 9 months for 5 level -Minimum 12 months for 7-level upgrade training	**Certifier** -SSgt with a 5-skill level or civilian equivalent -Attend formal AF training course and be appointed by Commander -Be a person other than the trainer (Core and Critical tasks only)			
Noncommissioned Officer Academy (NCOA) -Must be a SSgt or TSgt select -Resident/correspondence is a prerequisite to sew-on MSgt (N/A for ANG)	TSgt MSgt	8.2 years 13.1 years	5 years 8 years	33 years 33years
USAF Senior NCO Academy (SNCOA) -Must be a SMSgt or a selected MSgt	SMSgt	18 years	11 years	33 years
Upgrade to Superintendent (9-skill level) -Minimum rank of SMSgt	CMSgt	21.4 years	14 years	33 years

Figure 8-3, Air Reserve Component Enlisted Education and Training Path

Section C - Skill Level Training Defined

9. Purpose. Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A, of this CFETP.

10. Specialty Qualifications. Located in AFMAN 36-2108, Airman Classification, attch. 33.

10.1. Apprentice (3-Level) Training.

10.1.1. Specialty Qualifications.

10.1.1.1. Knowledge. Knowledge is mandatory in: oral and dental anatomy; fundamentals of physiology; dental therapeutics; sterile techniques; emergency dental care; oral hygiene; dental materials; instruments; dental treatment room procedures; medicines; systemic diseases; oral prophylaxis techniques; dental radiology; preventive dentistry programs; infection control procedures; dental administration; equipment maintenance; and physical properties of dental materials.

10.1.1.2. Education. Completion of high school with courses in biology and chemistry is desirable for entry into this specialty.

10.1.1.3. Training. Completion of a basic dental assistant course is required for 3-level award.

10.1.1.4. Other. Must be 18 years of age. Normal color vision is mandatory for entry into this specialty. Mandatory general aptitude score of 43 from the Armed Services Vocational Aptitude Battery (ASVAB) and the ability to lift at least 40 lbs.

10.1.2. Training Sources/Resources. Completion of Course J3ABR4Y031 003, Dental Assistant Apprentice (PDS Code 164) at Sheppard AFB, TX satisfies the training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.1.3. Implementation. Apprentice (3-skill level) training begins with entry in the Dental Assistant Apprentice course. Satisfactory completion of the course awards the 3-skill level. Job qualification training starts when graduates are assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties he or she is not qualified to perform.

10.2. Journeyman (5-Skill Level) Training.

10.2.1. Specialty Qualifications.

10.2.1.1. Knowledge and Education. The same knowledge and education requirements for the apprentice apply to the journeyman.

10.2.1.2. Training. An apprentice must complete the following actions for award of the 5-skill level AFSC:

- Complete CDC 4Y051 A & B.
- Become certified on all STS core tasks identified with a ⑤ in column 1 of the STS.
- Complete at least 15 months OJT.
- Other duty position tasks identified by supervisor.

10.2.1.3. Experience. Qualification in and possession of AFSC 4Y031. Also, experience in functions such as exposing dental radiographs, maintaining dental equipment and assisting the dental officer in patient treatment.

10.2.2. Training Sources/Resources. Completion of CDC 4Y051 A & B, Dental Assistant Journeyman, satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level. The STS identifies all the core tasks required for qualification. The supervisor must contact the Unit OJT manager to enroll the trainee in the 4Y051 Dental Assistant Journeyman CDCs. Qualified trainers and certifiers use available resources to provide upgrade and qualification training. A list of all mandatory QTPs and training courses is at Part II, Sections C and D, respectively, of this CFETP and are found through electronic publication channels.

10.2.3. Implementation. Entry into 5-skill level upgrade training is initiated immediately upon graduate's arrival at his or her duty station. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications.

10.3. Craftsman (7-Skill Level) Training.

10.3.1. Specialty Qualifications.

10.3.1.1. Knowledge and Education. The same knowledge and education requirements for the apprentice apply to the craftsman.

10.3.1.2. Training. Must complete the following actions for award of the 7-skill level AFSC:

- Become certified on all STS core tasks identified with a ⑦ in column 1 of the STS.
- Complete at least 12 months OJT.
- Other duty position tasks identified by supervisor.
- Complete 4Y071 CDC, Dental Assistant Craftsman.

10.3.1.3. Experience. Qualification in and possession of AFSC 4Y051. Also, experience in functions such as dental radiology, dental equipment user maintenance, oral prophylaxis, dental logistics, dental administration, publications, staffing and dental data processing is required.

10.3.2. Training Sources/Resources. The CDCs satisfy the knowledge requirements specified in the specialty qualification section. Completion of the Air Force Training Course is required for

trainers, certifiers, and task evaluators. The STS identifies all the core tasks required for upgrade/qualification. Qualified trainers use applicable QTPs to provide upgrade and qualification training. QTPs are a mandatory requirement and will be utilized for all STS task proficiency training when use is indicated in column 2F of the STS. QTPs are obtained through electronic publication channels. A list of all QTPs and training courses is at Part II, Sections C and D, respectively, of this CFETP.

10.3.3. Implementation. Entry into 7-skill level upgrade training is initiated when an individual possesses the 5-skill level and is a SSgt selectee or higher. Qualification training is initiated anytime an individual is assigned duties he or she is not qualified to perform. QTPs are used concurrently to obtain necessary duty position qualifications. Task certifiers evaluate and certify completion of training utilizing the performance checklist provided in the applicable QTP module.

10.4. Superintendent (9-skill level) Training.

10.4.1. Specialty Qualifications.

10.4.1.1. Knowledge. Knowledge is desirable in: oral and dental anatomy; physiology; dental terminology; personnel management; dental administration; budgeting; inspection process; equipment maintenance requirements; emergency dental care; oral hygiene; dental treatment room procedures; radiology; preventive dentistry programs; infection control procedures; and dental materials.

10.4.1.2. Education. The same education requirements for the apprentice apply to the superintendent.

10.4.1.3. Experience. Qualification in and possession of AFSC 4Y071 or 4Y072. Also, experience in managing dental functions and activities.

10.4.2. Implementation. The 9-skill level is awarded when an individual is a SMSgt.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed.

12. Apprentice Level Training.

12.1. Constraint. Manpower. The initial skills course, J3ABR4Y031 003, periodically experiences instructor shortages.

12.2. Impact. Training deficiency letters will be issued.

12.3. Resources Required. Adequate instructors to meet multiple instructor requirements.

13. Journeyman Level Training.

13.1. Constraint. None. Five-skill level CDC currently exists.

13.2. Impact. Not applicable.

13.3. Resources Required. Training resources are available within the 882 TRG to adequately support revision/maintenance of the 5-skill level CDC.

14. Craftsman Level Training.

14.1. Constraint. None. 7-skill level CDC's pending.

14.2. Impact. Not Applicable.

14.3. Resources Required. None.

15. Reporting Qualification Training Constraints. Supervisors should report known resource constraints which prevent personnel from completing the mandatory training requirements specified in this plan to their unit on-the-job training (OJT) manager. The authority for requesting waivers is AFI 36-2101*, Military Personnel Classification Policy.*

15.1. In the report, provide a brief description of the resource constraints which adversely affect your training program. If applicable, include the impact this constraint has or will have on training. Also, provide a brief description of what you need to correct the problem. In closing, request what action you require of the office or person addressed. If the memorandum provides information only, use a standard closure identifying that a response is unnecessary. Use Figure 15-1 as guide for documenting and reporting these resource constraints.

15.2. Submit requests for CFETP waiver requirements to the AFCFM. The content of the request should parallel that described above for reporting QT constraints. ANG waiver requests must be forwarded to the ANG FM, who will courtesy copy the AFCFM. Before requesting a waiver, try to resolve training program and resource problems at the unit and MAJCOM level.

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

13 Jun 02

MEMORANDUM FOR HQ USAF/SGCD
ATTENTION: AFCFM

FROM: 648th Medical Squadron/SGWD
8005 Lindbergh Drive
Brooks AFB TX 78235-5336

SUBJECT: Memorandum for Reporting Qualification Training Constraints

1. The mandatory training standard (STS) requirement, which cannot be completed, is:

a. Training standard number and date: _____

b. STS paragraph number affected is: _____

2. Resource constraints: Give a detailed explanation stating the reason that the specified task cannot be adequately trained.

3. Resource/action required: State the action that you wish the AFCFM or ANG FM to take.

4. Indicate how you plan to obtain the training qualification.

5. Please approve this waiver for core task training required on STS paragraph _____. Your assistance is greatly appreciated.

MICHELLE S. KEEHNEN, MSgt, USAF
Task Certifier, AFSC 4Y0X1

cc: 684th Medical Squadron/CC (OJT Manager)

Figure 15-1, Memorandum for Reporting Qualification Training Constraints

Section E - Transitional Training Guide

16. This section not used.

CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

PART II

Section A-Specialty Training Standard

1. Implementation. This Specialty Training Standard (STS) implements technical training provided by Air Education and Training Command with the class entering 21 May 2003 and graduating 22 July 2003 for course J3ABR4Y031 003.

2. Purpose. As prescribed in AFI 36-2201, *Developing, Managing, and Conducting Training*, this STS:

2.1. Lists in column 1 the essential tasks, knowledge, and technical references (TRs) individuals need to perform duties in the dental assistant specialty. These are based on an analysis of the duties in AFMAN 36-2108.

2.2. Shows core task requirements. Tasks identified with the symbols ⑤ and ⑦ in column 1 are core tasks required for the 5- and 7- skill level upgrades in the dental assistant specialty. *Personnel in grades E-5 and below must be trained and certified on all core tasks to complete upgrade training.*

2.3. Provides certification for OJT. Column 2 is used to record completion of tasks and knowledge training requirements. Certification is accomplished when the certifying official initials in column 2E of the circled task/knowledge element. Date started and completed, the trainer and trainee's initials complete the certification requirement. Any deviations from these requirements can only be approved by the AFCFM.

NOTE: Trainers must (1) possess a 4Y0XX AFSC or DoD equivalent, (2) be certified on the tasks they will train, (3) be recommended by their supervisor, (4) have completed the Air Force Training Course, and (5) be appointed in writing by the unit commander. Trainers can certify all noncore/noncritical tasks. Certifiers must (1) be at least a SSgt, (2) possess a 5-skill level, (3) have completed the Air Force Training Course, and (4) be appointed in writing by the unit commander. (4a) be certified on tasks they will certify. Certifiers must certify all core/critical tasks. In unusual circumstances, dental officers may substitute as trainers or certifiers.

2.4. Shows the qualification training package (QTP) requirements. A number in Column 2F identifies the QTP volume used to support training of the task. For a list of QTP volume numbers and titles, refer to Section C.

2.5. Shows formal training requirements and correspondence course requirements.

2.5.1. Column 3A shows the proficiency to be demonstrated on the job by the graduate as a result of training in course J3ABR4Y031 003 (PDS Code 164).

2.5.2. Proficiency codes in columns 3B and 3C identify career knowledge provided in CDC 4Y051 A & B, Dental Assistant Journeyman and CDC 4Y071, Dental Assistant Craftsman. Key topical

statements in the CDCs are correlated to applicable task or knowledge statements with proficiency codes or behavioral statements from the STS. Occupational survey data, when available, may be considered when translating broad STS tasks into CDC content. See AFIADL/AFSC/CDC listings maintained by the unit EST manager for current CDC listings.

2.5.3. Tasks coded in column 3D are trained in the resident initial skills wartime course.

2.6. Contains qualitative requirements, the proficiency code key used to indicate the level of training and knowledge provided by resident training and the career development course.

2.7. Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201.

2.7.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). *NOTE:* The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.7.1.1. Transcribing a New/Revised CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualification and, when verified, recertify core and critical tasks using current date as completion date and enter certifier's initials and trainee's initials. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.7.1.2. Documenting Career Knowledge. For two-time CDC course exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver per AFI 36-2201.

2.7.1.3. Decertification and Recertification. When an individual is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) both by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.7.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.8. Guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. Questions are based on study references listed in WAPS Catalog published by the AFIADL. Individual responsibilities are in Chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*.

3. Recommendations. Report inadequacies of and suggest corrections to this STS to 882 TRG/TGEQ, 939 Missile Rd, Sheppard AFB, TX 76311-2245. Reference specific paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this training standard. For a quick response to problems, call our 24-hour Customer Service Information Line, DSN 736-2385.

This CFETP supersedes STS 4Y0X1, November 1999.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GEORGE P. TAYLOR, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

This Block Is For Identification Purposes Only.		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	**Initials** (Written)	**SSN**
N/I - Printed Name and Initials of Trainer/Certifier		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	**Definition: The individual**
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step by step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

NOTE 2: Tasks identified with the symbols ⑤ and ⑦ in column 1 of attachments 2 through 5 are core tasks that personnel must be trained and certified on to complete upgrade training for the skill levels indicated.

NOTE 3: Training references (TRs) in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment and are referenced by title throughout the STS. The unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

NOTE 4: Training codes in column 3B reflected for 5-skill level indicate the information provided in the CDC. Codes are not intended to reflect the level required to satisfy OJT upgrade requirements.

NOTE 5: Items marked with a volume number in column 2F are supported by QTPs located in the Air Force e-Publishing Master Catalog.

NOTE 6: Items coded in column 3D are the tasks/knowledge that are trained in the 3-level wartime course.

NOTE 7. Tasks identified with the symbol ✯ in column 1 are a specific performance task required for ADA accreditation despite a lack of support from Occupational Survey Report data. These tasks will remain in the STS to maintain ADA accreditation.

- STS 4Y0X1 -	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
1. COMMON DENTAL CAREER FIELD EXPERIENCE										
1.1. Medical Readiness (Initial Medical Readiness Training directed by AFI 41-106 is provided in course, Expeditionary Medical Readiness, conducted at 882d Training Group, Sheppard AFB. Completed training is documented on AETC Form 156 (or computer generated student report) for each course graduate Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility)							–	–	–	–
1.2. Career progression TR: AFMAN 36-2108										
1.2.1. USAF Medical Service mission TR: AFPD 44-1							A	–	–	A
1.2.2. USAF Dental Service TR: AFI 47-101; AFPD 47-1; AFPAM 162-6										
1.2.2.1. Mission							A	–	B	A
1.2.2.2. Organization and function							A	–	B	A

- STS 4Y0X1 -	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
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1.2.2.3. Mirror Force TR: CFETP 4Y0X1: CDC 4Y051							A	B	B	A
1.2.2.4. Air Reserve Component (ARC) TR: AFPD 10-3; AFI 10-301; Dental Management Guide							A	B	B	A
1.2.2.5. ARC Career Progression TR: CFETP 4Y0X1							A	B	B	A
1.2.3. Progression and educational opportunities career path 4Y0X1 and 4Y0X2 TR: CFETP 4Y0X1, CFETP 4Y0X2							A	B	B	A
1.2.4. Duties of AFS 4Y0XX TR: CFETP 4Y0X1, CFETP 4Y0X2; AFMAN 36-2108										
1.2.4.1. 4Y031/2							B	–	–	B
1.2.4.2. 4Y051/2							A	–	–	A
1.2.4.3. 4Y071/2							–	A	B	–
1.2.4.4. 4Y090/CEM 4Y000							–	A	B	–
1.3. Safety and health TR: AFI 47-101, 91-202, 91-204, 91-301, 91-302; AFOSH STDs 91-8; DOD 6050.5-W; AFIND 17; Modern Dental Assisting										
1.3.1. Principles of clinical dentistry safety							A	B	–	A
1.3.2. Hazards of AFSC 4Y0X1							A	B	–	A
1.3.3. Hazard communication program							–	–	–	–
1.3.4. AFOSH standards for AFSC 4Y0X1							A	B	–	A
1.3.5. Exercise safety practices during job performance	_____	_____	_____	_____	_____		2b	c	–	2b
1.3.6. Report accidents	_____	_____	_____	_____	_____		1a	c	–	1a
1.4. Dental equipment maintenance TR: Manufacturers Instructions										
1.4.1. Perform user maintenance such as inspect, clean and lubricate ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
1.4.2. Report defective equipment/utilities to dental logistics	_____	_____	_____	_____	_____		1a	c	–	1a
1.5. Specific OPSEC/COMSEC vulnerabilities of AFSC 4Y0X1 TR: AFI s 33-204, 36-2203, 10-1101							A	–	–	A

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2. BASIC AND DENTAL SCIENCES										
2.1. Fundamentals of chemistry TR: Modern Dental Assisting; Comprehensive Dental Hygiene Care; Clinical Practice of the Dental Hygienist										
2.1.1. Dental therapeutics							A	B	–	A
2.1.2. Dental materials							A	B	–	A
2.1.3. Dental radiology							A	B	–	A
2.1.4. Preventive dentistry							A	B	–	A
2.2. Fundamentals of anatomy and physiology TR: Modern Dental Assisting										
2.2.1. Cellular							A	B	–	A
2.2.2. Tissues							A	B	–	A
2.2.3. Organs							A	B	–	A
2.2.4. Body systems							A	B	–	A
2.3. Anatomy & Physiology of the Head & Neck TR: Modern Dental Assisting; The Dental Assistant										
2.3.1. Cranial bones							A	B	–	A
2.3.2. Facial bones							A	B	–	A
2.3.3. Vascular circulation							A	B	–	A
2.3.4. Lymphatic system							A	B	–	A
2.3.5. Innervation of oral and facial tissues										
2.3.5.1. Trigeminal nerve							A	B	–	A
2.3.5.2. Facial nerve							A	B	–	A
2.3.6. Muscles of mastication										
2.3.6.1. Attachments							A	B	–	A
2.3.6.2. Function							A	B	–	A
2.3.7. Anatomy and function of the temporomandibular joint							A	B	–	A
2.3.8. Anatomy and function of the salivary glands							A	B	–	A
2.4. Oral anatomy and physiology TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care										

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2.4.1. Oral mucosa										
2.4.1.1. Masticatory							A	B	–	A
2.4.1.2. Specialized							A	B	–	A
2.4.1.3. Lining							A	B	–	A
2.4.2. Tooth morphology										
2.4.2.1. Growth period							A	B	–	A
2.4.2.2. Calcification period							A	B	–	A
2.4.2.3. Eruption period							A	B	–	A
2.4.3. Composition of the teeth and their function							A	B	–	A
2.4.4. Primary dentition							A	B	–	A
2.4.5. Permanent dentition							A	B	–	A
2.4.6. Tooth eruption schedules							A	B	–	A
2.4.7. Surfaces and anatomical landmarks of the teeth							A	B	–	A
2.4.8. Supportive structures of the teeth and their functions										
2.4.8.1. Gingiva							A	B	–	A
2.4.8.2. Alveolar process							A	B	–	A
2.4.8.3. Periodontal ligament							A	B	–	A
2.4.8.4. Cementum							A	B	–	A
2.5. Oral pathology (etiology, symptoms, and treatment) TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care										
2.5.1. Dental caries							A	B	–	A
2.5.2. Pulpitis							A	B	–	A
2.5.3. Dental abscesses							A	B	–	A
2.5.4. Gingival disorders							A	B	–	A
2.5.5. Periodontal disorders							A	B	–	A
2.5.6. Oral soft tissue abnormalities							A	B	–	A
2.5.7. Tumors										
2.5.7.1. Benign							–	B	–	–
2.5.7.2. Malignant							–	B	–	–

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1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
2.5.8. Inflammation process							B	C	–	B
2.5.9. Anomalies							A	B	–	A
2.5.10. Oral manifestations of systemic diseases							A	B	–	A
2.5.11. Physical and chemical injuries							A	B	–	A
2.6. Dental therapeutics TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care										
2.6.1. Analgesics							A	B	–	A
2.6.2. Sedatives and hypnotics							A	B	–	A
2.6.3. Antibiotics							A	B	–	A
2.6.4. Local anesthetics										
2.6.4.1. Types							A	B	–	A
2.6.4.2. Action							A	B	–	A
2.6.4.3. Toxicology							A	B	–	A
2.6.5. Hemostatics and vasoconstrictors							A	B	–	A
2.6.6. Antihistamines							A	B	–	A
2.6.7. Dentifrices										
2.6.7.1. Anticariogenic agents							A	B	–	A
2.6.7.2. Desensitizing agents							A	B	–	A
2.6.8. Other therapeutic agents							A	B	–	A
3. PROFESSIONAL AND PATIENT RELATIONS TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care										
3.1. Professional standard of ethics										
3.1.1. Professional relations with patients and medical personnel							A	B	B	A
3.1.2. Legal implications							A	B	–	A
4. DENTAL ADMINISTRATION										
4.1. Establish and maintain dental health records TR: AFI 37-138; 47-101, 41-210; AFMAN 37-139; AFCSM 47-226 VOL 1-2										
4.1.1. Custodial responsibilities							–	B	–	–

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4.1.2. Verify patient eligibility for care ⑤ TR: AFI 41-115						5	a	c	-	a
4.1.3. Initiate records ⑤	_____	_____	_____	_____	_____	5	2b	c	–	2b
4.1.4. Enter treatment data on appropriate document										
4.1.4.1. Assist with written requests for medical service consultations	_____	_____	_____	_____	_____	5	a	c	–	a
4.1.4.2. Use correct diagnostic nomenclature, abbreviations and charting symbols ⑤	_____	_____	_____	_____	_____	5	2b	c	–	2b
4.1.4.3. Review and make entries on patient treatment forms ⑤	_____	_____	_____	_____	_____	5	2b	c	–	2b
4.1.5. File records ⑤	_____	_____	_____	_____	_____	5	1a	c	–	2b
4.1.6. Inventory records ⑦	_____	_____	_____	_____	_____	8	–	c	–	–
4.1.7. Transfer records	_____	_____	_____	_____	_____	8	–	a	b	–
4.1.8. Retire records	_____	_____	_____	_____	_____	8	–	a	b	–
4.2. Examinations and classifications										
4.2.1. Identify types and requirements of exams ⑤	_____	_____	_____	_____	_____	5	1b	c	–	1b
4.2.2. Specific purpose exams							A	B	–	A
4.2.3. Dental readiness classifications	_____	_____	_____	_____	_____					
4.2.3.1. Identify Dental Readiness Classifications ⑤	_____	_____	_____	_____	_____	5	B	c	–	B
4.2.3.2. Record Dental Readiness Classifications	_____	_____	_____	_____	_____		2b	–		2b
4.2.4. Population Health Metrics										
4.2.4.1. Identify Status ⑤						5	B	c	–	B
4.2.4.2. Record Status ⑤						5	2b	–		2b
4.3. Schedule patients for appointments ⑤ TR: AFI 47-101	_____	_____	_____	_____	_____	5	1b	c	–	1b
4.4. Coordination of treatment of flying personnel with flight surgeons office TR: AFI 47-101							A	B	–	A
4.5. Sensitive duty program TR: AFIs 47-101; 36-2104; 41-210							A	B	–	A
4.6. Air Force cancer program TR: AFIs 47-101, 44-110							–	–	–	–

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
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4.7. Third party liability TR: AFI 41-115							A	B	–	A
4.8. Release of medical/dental information TR: AFI 41-210							A	B	–	A
4.9. Automated dental service requirements TR: AFCSM 47-226, VOL 1-2										
4.9.1. Process and maintain automated dental treatment data	_____	_____	_____	_____	_____	6	–	–	b	–
4.9.2. Interpret automated treatment data ⑦	_____	_____	_____	_____	_____	6	–	–	b	–
4.10. Prepare/review reports and correspondence ⑦ TR: AFI 47-101; AFMAN 33-326; AFH 33-337; Dental Management Guide	_____	_____	_____	_____	_____	8	–	–	b	–
4.11. Prepare/review operating policies and instructions ⑦ TR: AFIs 33-360V1, 47-101; Dental Management Guide;	_____	_____	_____	_____	_____	8	–	–	b	–
4.12. Civilian personnel administration TR: AFIs 36-704, 36-1001; AFPAMs 36-106, 36-107; AFR 36-1203	_____	_____	_____	_____	_____		–	–	–	–
4.13. Dental service inspections TR: AFI 47-101, 90-301, STDS ADA, JCAHO; Dental Management Guide; HSI Guide										
4.13.1. Prepare for facility inspections ⑦	_____	_____	_____	_____	_____		–	–	c	–
4.13.2. Prepare for self-assessments ⑦	_____	_____	_____	_____	_____		–	–	c	–
4.14. Administrative computer functions										
4.14.1. Develop documents using computers such as forms and correspondence	_____	_____	_____	_____	_____		–	–	–	–
4.14.2. Use medical information management systems	_____	_____	_____	_____	_____		–	–	–	–
4.14.3. Draft management reports using computer software applications TR: Software application manual	_____	_____	_____	_____	_____	8	–	–	b	–
4.15. Manage aspects of the Air Force Dental Readiness Assurance Program (AFDRAP) TR: AFI 47-101; AFSCM 47-226 Vol 1&2										
4.15.1. Periodic Dental Examinations ⑦	_____	_____	_____	_____	_____	8	a	b	c	a
4.15.2. Dental Readiness Class 3 and 4 Monitoring ⑦	_____	_____	_____	_____	_____	8	–	b	c	–
4.15.3. Dental Clearance Program ⑦	_____	_____	_____	_____	_____	8	–	b	c	–

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4.15.4. Availability/Access to Care	_____	_____	_____	_____	_____		–	b	c	–
5. INFECTION CONTROL TR: AFI 44-108, 47-101; AFPAM 41-215; Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care; Essentials of Clinical Dental Assisting; Year 2000 USAF Infection Control Guidelines										
5.1. Infection control program							B	C	–	B
5.2. Fundamentals of microbiology							A	B	–	A
5.3. Personal hygiene							B	C	–	B
5.4. Clinical hygiene										
5.4.1. Practice aseptic techniques ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
5.4.2. Prepare dental treatment room (DTR) using universal precautions										
5.4.2.1. DTR setup ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
5.4.2.2. DTR breakdown ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
5.5. Sterilization										
5.5.1. Types of equipment							B	B	–	B
5.5.2. Perform sterilization procedures ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
5.5.3. Sterilizer monitoring ⑤⑦	_____	_____	_____	_____	_____	1/7	a	c	–	a
5.5.4. Perform DIPC procedures	_____	_____	_____	_____	_____		2b	–	–	2b
5.6. Disinfection										
5.6.1. Types of disinfectants							A	B	–	A
5.6.2. Perform disinfection procedures ⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
5.6.3. Perform disinfection of water lines ⑤	_____	_____	_____	_____	_____	1	2c	c	-	2c
6. GENERAL EMERGENCY PROCEDURES TR: AFI 44-102, Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Comprehensive Dental Hygiene Care; Essentials of Clinical Dental Assisting										
6.1. Emergencies in the dental office							A	B	–	A
6.2. Assist in the use of emergency kit	_____	_____	_____	_____	_____		a	c	–	a
6.3. Maintain and operate oxygen equipment	_____	_____	_____	_____	_____		b	c	–	b

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6.4. Manage syncope	_____	_____	_____	_____	_____		b	c	–	b
6.5. Measure and record vital signs	_____	_____	_____	_____	_____		2b	c	–	2b
6.6. Perform cardiopulmonary resuscitation							3c	–	–	3c
7. DENTAL ASSISTING DUTIES										
7.1. Identification and purpose of dental instruments TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting										
7.1.1. Basic instruments										
7.1.1.1. Diagnostic instruments							B	C	–	B
7.1.1.2. Diagnostic aids							B	C	–	B
7.1.1.3. Rotary instruments							B	C	–	B
7.1.1.4. Miscellaneous instruments							A	B	–	A
7.1.2. Specialty instruments										
7.1.2.1. Restorative instruments							B	C	–	B
7.1.2.2. Surgical instruments							A	C	–	A
7.1.2.3. Periodontal instruments TR: Fundamental of Periodontal Instruments; Periodontal Instrumentation							A	C	–	A
7.1.2.4. Endodontic instruments							A	C	–	A
7.1.2.5. Prosthodontic instruments							A	C	–	A
7.1.2.6. Orthodontic instruments							–	B	–	–
7.1.2.7. Pediatric instruments							–	B	–	–
7.2. Dental materials TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting; Manufacturer's Instructions										
7.2.1. Prepare amalgam ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.2. Prepare light cure composites ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.3. Prepare glass ionomers ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.4. Prepare bases and cavity liners ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.5. Prepare temporary/sedative materials ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.6. Prepare cementing materials ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.2.7. Prepare alginate impression materials ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b

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7.2.8. Prepare other impression materials ⑤	_____	_____	_____	_____	_____	3	1a	c	–	1a
7.3. Clinical procedures TR: Modern Dental Assisting; Comprehensive Dental Hygiene Care; The Dental Assistant; Essentials of Clinical Dental Assisting; Clinical Practice of the Dental Hygienist										
7.3.1. Review patient record ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
7.3.2. Prepare instruments										
7.3.2.1. Select and arrange instruments ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
7.3.2.2. Assemble/disassemble anesthetic syringe ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.2.3. Assemble matrix	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.2.4. Place matrix	_____	_____	_____	_____	_____	–	–	–	–	–
7.3.3. Establish rapport with patient ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.4. Seat, drape, and dismiss patient	_____	_____	_____	_____	_____	4	3c	c	–	3c
7.3.5. Evaluate patient for contraindications										
7.3.5.1. Perform hypertension screening	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.5.2. Interview patient ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.6. Sedations										
7.3.6.1. Assist with intravenous sedations	_____	_____	_____	_____	_____		–	a	–	–
7.3.6.2 Assist with inhalation sedations	_____	_____	_____	_____	_____		–	a	–	–
7.3.7. Perform fourhanded dentistry techniques ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.8. Rubber dam										
7.3.8.1. Prepare ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.8.2. Assist in placement ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.8.3. Place rubber dam	_____	_____	_____	_____	_____	–	–	–	–	–
7.3.8.4. Assist in removal ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.8.4. Remove	_____	_____	_____	_____	_____		–	–	–	–
7.3.9. Retract tissue ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.10. Irrigate and aspirate the treatment site ⑤	_____	_____	_____	_____	_____	1	2c	c	–	2c
7.3.11. Brief on pre/post operative instructions	_____	_____	_____	_____	_____		1a	b	–	1a
7.3.12. Maintain DTR supply levels ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b
7.3.13. Ensure currency of dated items ⑤	_____	_____	_____	_____	_____	1	2b	c	–	2b

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
7.3.14. Make preliminary alginate impressions ✯ ⑤	_____	_____	_____	_____	_____	1	1a	b	–	1a
7.3.15. Pour, trim and polish study casts ✯ ⑤	_____	_____	_____	_____	_____	1	–	b	–	–
7.3.16. Fabricate custom trays ✯ ⑤	_____	_____	_____	_____	_____	1	–	b	–	–
7.3.17. Make occlusal registrations for mounting study casts ✯ ⑤	_____	_____	_____	_____	_____	1	–	b	–	–
7.3.18. Clean and polish removable appliances ✯ ⑤	_____	_____	_____	_____	_____	1	–	b	–	–
7.3.19. Fabricate interim restorations ✯ ⑤	_____	_____	_____	_____	_____	1	–	b	–	–
8. PROFESSIONAL DENTAL SPECIALTIES TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting; Comprehensive Dental Hygiene Care; Clinical Practice of the Dental Hygienist										
8.1. Restorative dentistry										
8.1.1. Restorative dentistry function							B	C	–	B
8.1.2. Assist with restorative dentistry procedures ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
8.2. Oral and maxillofacial surgery										
8.2.1. Surgical function							A	B	–	A
8.2.2. Assist with clinical oral surgery procedures ⑤	_____	_____	_____	_____	_____	3	1a	b	–	1a
8.2.3. Assist in hospital operating room	_____	_____	_____	_____	_____		–	–	–	–
8.3. Prosthodontics										
8.3.1. Prosthodontic function							A	B	–	A
8.3.2. Prosthodontic treatment procedures ⑤	_____	_____	_____	_____	_____	3	a	b	–	a
8.3.3. Coordinate cases with dental laboratory ⑤	_____	_____	_____	_____	_____	3	a	b	–	a
8.4. Endodontics										
8.4.1. Endodontic function							A	B	–	A
8.4.2. Endodontic treatment procedures ⑤	_____	_____	_____	_____	_____	3	a	b	–	a
8.5. Periodontics										
8.5.1. Periodontic function							A	B	–	A
8.5.2. Periodontic treatment procedures ⑤	_____	_____	_____	_____	_____	3	a	b	–	a
8.6. Examination, screening and preliminary diagnosis										

- STS 4Y0X1 -	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
8.6.1. Function of examination, screening and preliminary diagnosis							A	B	–	A
8.6.2. Assist with examination, screening and preliminary diagnosis procedures ⑤	_____	_____	_____	_____	_____	3	2b	c	–	2b
8.7. Orthodontics										
8.7.1. Orthodontic function							A	B	–	A
8.7.2. Assist with orthodontic procedures	_____	_____	_____	_____	_____		–	b	–	–
8.8. Pediatric dentistry										
8.8.1. Pediatric dentistry function							A	B	–	A
8.8.2. Assist with pediatric dentistry procedures	_____	_____	_____	_____	_____		–	b	–	–
9. DENTAL RADIOLOGY TR: Modern Dental Assisting; The Dental Assistant; Comprehensive Dental Hygiene Care; Clinical Practice of the Dental Hygienist										
9.1. Production of dental radiographs							A	B	–	A
9.2. Properties of radiation							A	B	–	A
9.3. Dental radiographic equipment function										
9.3.1. Adjust voltage control ⑤	_____	_____	_____	_____	_____	2	1a	c	–	1a
9.3.2. Adjust timing control ⑤	_____	_____	_____	_____	_____	2	1a	c	–	1a
9.3.3. Adjust milliamperage ⑤	_____	_____	_____	_____	_____	2	1a	c	–	1a
9.4. Types of dental radiographs							A	B	–	A
9.5. Exercise radiation safety ⑤	_____	_____	_____	_____	_____	2	3c	c	–	3c
9.6. Dental radiograph production										
9.6.1. Prepare patient, such as remove jewelry and prosthetic appliances ⑤	_____	_____	_____	_____	_____	2	b	c	–	b
9.6.2. Expose intraoral radiographs using paralleling devices										
9.6.2.1. Horizontal BWXR series (2 films) ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.6.2.2. Horizontal BWXR series (4 films) ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.6.2.3. Vertical BWXR series ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.6.2.4. FMXR series ⑤						2	2b	c	–	2b
9.6.3. Use bisecting angle technique ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
9.6.4. Expose panoramic radiographs ⑤	_____	_____	_____	_____	_____	2	b	c	–	b
9.6.5. Supplemental Radiographs										
9.6.5.1. Expose Intraoral radiographs							–	–	–	–
9.6.5.2. Expose Extraoral radiographs							–	–	–	–
9.7. Process dental radiographs										
9.7.1. Use automatic developer ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.7.2. Use portable manual developer	_____	_____	_____	_____	_____	2	1a	c	–	1a
9.8. Change radiographic solutions	_____	_____	_____	_____	_____		–	–	–	–
9.9. Duplicate dental radiographs	_____	_____	_____	_____	_____	2	a	c	–	a
9.10. Locate and identify anatomical landmarks ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.11. Mount and label dental radiographs										
9.11.1. Horizontal BWXR series (2 Films) ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.11.2. Horizontal BWXR series (4 Films) ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.11.3. Vertical BWXR series ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.11.4. FMXR series ⑤	_____	_____	_____	_____	_____	2	2b	c	–	2b
9.12. Causes of faulty dental radiographs							B	C	–	B
9.13. Digital radiography										
9.13.1. Principles							A	B	–	A
9.13.2. Process digital radiographs							–	–	–	–
10. PREVENTIVE DENTISTRY TR: AFI 47-101, Comprehensive Dental Hygiene Care; Clinical Practice of the Dental Hygienist; Fundamentals Periodontal Instrumentation										
10.1. Preventive dentistry function							A	B	–	A
10.2. Identify risk factors										
10.2.1. Personal	_____	_____	_____	_____	_____	4	a	b	–	a
10.2.2. Population Health	_____	_____	_____	_____	_____	4	a	b	–	a
10.3. Clinical phase										
10.3.1. Identify the presence of calculus diagnostic radiographs ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.2. Perform screening examinations and refer as needed ⑦	_____	_____	_____	_____	_____	4	–	c	–	–

- STS 4Y0X1 -	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
10.3.3. Identify and record oral health condition ⑦	_____	_____	_____	_____	_____	4	–	b	–	–
10.3.4. Health care instructions										
10.3.4.1. Patient motivation							B	C	–	B
10.3.4.2. Formation of plaque and the relationship to dental disease							B	C	–	B
10.3.4.3. Effects of diet and nutrition on dental health							B	C	–	B
10.3.4.4. Instruct patient on personal oral hygiene techniques and devices ⑦	_____	_____	_____	_____	_____	4	2b	c	–	2b
10.3.4.5. Effects of tobacco use TR: AFI 40-102; AHCPR Pub # 96-0962	_____	_____	_____	_____	_____	4	a	c	–	a
10.3.4.6. Instruct in care of dental implants	_____	_____	_____	_____	_____	4	a	c	–	a
10.3.5. Periodontal instruments										
10.3.5.1. Use hand instruments ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.5.2. Use ultrasonic devices ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.5.3. Use sonic or other devices	_____	_____	_____	_____	_____	–	–	–	–	–
10.3.5.4. Sharpen periodontal scaling instruments ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.6. Remove accumulated deposits										
10.3.6.1. Remove supragingival deposits ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.6.2. Remove subgingival deposits	_____	_____	_____	_____	_____		–	b	–	–
10.3.7. Polish teeth ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.8. Apply topical anticariogenic agents ⑦	_____	_____	_____	_____	_____	4	–	c	–	–
10.3.9. Apply pit and fissure sealants	_____	_____	_____	_____	_____	4	–	b	–	–
10.3.9.1. Seal open margins of amalgam restorations	_____	_____	_____	_____	_____		–	–	–	–
10.3.10. Manage Patient Recall Programs TR: AFCSM 47-226										
10.3.10.1. Periodontal Maintenance	_____	_____	_____	_____	_____		–	b	c	b
10.3.10.2. Caries Risk Recall	_____	_____	_____	_____	_____		–	b	c	b
10.4. Community preventive dentistry phase										
10.4.1. Function of community preventive dentistry phase							–	A	–	–
10.4.2. Assist in planning and conducting community oral health programs	_____	_____	_____	_____	_____		–	–	–	–
10.4.3. Conduct preventive dentistry presentations	_____	_____	_____	_____	_____		–	–	–	–

- STS 4Y0X1 -	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
10.5. Children's preventive dentistry phase							–	A	–	–
11. MEDICAL MATERIEL TR: AFIs 47-101; AFMAN 23-110 (Vol V on CD ROM)										
11.1. Accountability and responsibility TR: AFI 23-111							A	B	–	A
11.2. Maintain supply/equipment publications and records ⑦	_____	_____	_____	_____	_____	7	–	–	b	–
11.3. Classification and identification of supplies							–		B	–
11.4. Research supplies/equipment for procurement using Medical, Federal, or Local Source Catalogs ⑦	_____	_____	_____	_____	_____	7	–		2b	–
11.5. Prepare request for issue/turn-in of supplies and equipment ⑦	_____	_____	_____	_____	_____	7	–	–	2b	–
11.6. Dental materiel procedures										
11.6.1. Manage stock levels ⑦	_____	_____	_____	_____	_____	7	–	–	2c	–
11.6.2. Store materials TR: Manufacturer's instructions										
11.6.2.1. Follow manufacturer's instructions	_____	_____	_____	_____	_____		–	–	–	–
11.6.2.2. Control expiration date	_____	_____	_____	_____	_____		–	–	–	–
11.6.2.3. Storage of dangerous/flammable materials TR: AFOSH STD 91-43; Modern Dental Assisting ⑤⑦	_____	_____	_____	_____	_____	1/7	a	b	–	a
11.6.2.4. Store disposable items for destruction ⑤	_____	_____	_____	_____	_____	1/7	2c	c	–	2c
11.6.3. Turn-in disposable items such as needles, blades and syringes for destruction TR: Year 2000 USAF Dental Infection Control Guidelines ⑦	_____	_____	_____	_____	_____	1/7	2c	c	–	2c
11.6.4. Use medical equipment or supply reports/listings TR: AFCSM 41-230 Vol 2 ⑦	_____	_____	_____	_____	_____	7	–	–	2b	–
11.7. Conduct inventories TR: AFI 47-101; AFMAN 23-110 (Vol V on CD-ROM)	_____	_____	_____	_____	_____		–	–	–	–
11.8. Report unsatisfactory supplies or equipment TR: AFMAN 23-110 (Vol V) ⑦	_____	_____	_____	_____	_____	7	–	a	1b	–

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
11.9. Dental equipment maintenance management TR: AFI 41-201										
11.9.1. Manage aspects of user maintenance program ⑦	_____	_____	_____	_____	_____	7	–	a	b	–
11.9.2. Report defective equipment and utilities for corrective action to appropriate agencies ⑦	_____	_____	_____	_____	_____	7	–		b	–
11.10. Aid in preparation of budget and financial requirements TR: AFIs 47-101, 41-120 ⑦	_____	_____	_____	_____	_____	8	–	–	b	–
11.11. Precious metals and alloys recovery program										
11.11.1. Program principles							A		B	A
11.11.2. Recover precious metals and alloys	_____	_____	_____	_____	_____		1a	b	–	1a
11.12. Dental Investigation Service TR: AFI 47-101							–	A	B	–
12. PUBLICATIONS TR: AFI 33-360V1; Air Force Publishing Website										
12.1. Locate and utilize required information in publications ⑦	_____	_____	_____	_____	_____		–	–	a	–
13. SUPERVISION TR: AFI s 36-2627, 36-2406; Dental Management Guide; AFPAMs 36-2241, Vols 1 and 2; AFMAN 36-2108, AFI 36-2618; JCAHO Guidelines										
13.1. Orient new personnel ⑦	_____	_____	_____	_____	_____		–	–	b	–
13.2. Evaluate work methods and performance standards ⑦	_____	_____	_____	_____	_____		–	–	c	–
13.3. Plan work assignments and priorities ⑦	_____	_____	_____	_____	_____		–	–	c	–
13.4. Evaluate performance of personnel ⑦	_____	_____	_____	_____	_____		–	–	c	–
13.5. Resolve management problems that personnel are unable to solve ⑦	_____	_____	_____	_____	_____		–	–	c	–
13.6. Counsel personnel and resolve individual problems ⑦	_____	_____	_____	_____	_____		–	–	b	–
13.7. Initiate action to correct substandard performance by personnel ⑦	_____	_____	_____	_____	_____		–	–	b	–
13.8. Prepare written job descriptions ⑦	_____	_____	_____	_____	_____		–	–	c	–

- STS 4Y0X1 - 1. TASKS, KNOWLEDGE, TECHNICAL REFERENCES AND CORE TASKS	2. CERTIFICATION FOR OJT AND QUALIFICATION TRAINING PACKAGES						3. TRAINING PROFICIENCY CODES			
	A Start Date	B Completion Date	C Trainer's Initials	D Trainee's Initials	E Certifier's Initials	F QTP	A 3-Skill Level Course	B 5-Skill Level CDC	C 7-Skill Level CDC	D War Time Crs
13.9. Evaluate manning, staffing and utilization requirements TR: AFMS 5421, 5421A ⑦	_____	_____	_____	_____	_____	8	–	–	c	–
14. TRAINING TR: AFI 36-2201; AFMAN 36-2247; 4Y0X1 CFETP										
14.1. Evaluate personnel to determine need for training ⑦	_____	_____	_____	_____	_____		–	–	c	–
14.2. Determine/prepare job qualification standards ⑦	_____	_____	_____	_____	_____		–	–	c	–
14.3. Conduct training ⑦	_____	_____	_____	_____	_____		–	b	b	–
14.4. Counsel trainees on their progress ⑦	_____	_____	_____	_____	_____		–	c	c	–
14.5. Monitor effectiveness of upgrade training program ⑦	_____	_____	_____	_____	_____		–	–	c	–
14.6. Monitor effectiveness of qualification training ⑦	_____	_____	_____	_____	_____		–	–	c	–
14.7. Maintain training records ⑦	_____	_____	_____	_____	_____		–	c	c	–
14.8. Evaluate effectiveness of training programs ⑦	_____	_____	_____	_____	_____		–	–	c	–
14.9. Conduct unit continuing education programs	_____	_____	_____	_____	_____		–	–	b	–
14.10. Conduct ancillary training programs	_____	_____	_____	_____	_____		–	–	b	–

SUMMARY OF CHANGES

This STS was revised and updated based on applications of Occupational Survey Report (OSR) data and the outcome of the 2002 Utilization and Training Workshop. Core tasks were modified for the 5- and 7- skill levels. New elements encompass the potential expanded duties technician as well as disinfection of water lines, counseling patients on the effects of smoking, sealing open margins of amalgam restorations, and various patient recall programs. Seven STS elements were subdivided to allow for more specific training in areas of radiology, population health, and dental readiness classifications. Ten task items were either combined or deleted from the STS. Items deleted were: prepare disinfectant, prepare gypsum products, recommend personnel for training, determine and conduct ARC training requirements.

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Section B - Course Objective List

4. Note: This Information is available from 381TRS/XWAA, 917 Missile Road, Sheppard AFB TX, 76311.

Section C - Support Materials

5. Qualification Training Packages (QTPs).

Course Number	Course Title	Developer
QTP 4Y0X1-1	Basic Skills	381 TRS/XWAA
QTP 4Y0X1-2	Clinical Skills - Radiology	381 TRS/XWAA
QTP 4Y0X1-3	Clinical Skills - Chairside Assisting	381 TRS/XWAA
QTP 4Y0X1-4	Clinical Skills - Preventive Dentistry	381 TRS/XWAA
QTP 4Y0X1-5	Patient Administration	381 TRS/XWAA
QTP 4Y0X1-6	Dental Data System	381 TRS/XWAA
QTP 4Y0X1-7	Logistics Management	381 TRS/XWAA
QTP 4Y0X1-8	Clinic Management	381 TRS/XWAA

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

7. Air Force In-Residence Courses.

Course Number	Course Title	Location	User
J3ABR4Y031 003	Dental Assistant Apprentice	Sheppard AFB, TX	AF
J5AZO4Y071 001	Advanced Oral Hygiene	Lackland AFB, TX	AF
J4AJS3S2X1-00X	Air Force Training Course	Local Base	AF
	Airman Leadership School	Local Base	AF
	Air Force Noncommissioned Officer Academy	Selected Bases	AF
MAFSNCOA100	USAF Senior Noncommissioned Officer Academy	Maxwell AFB, Gunter Annex, AL	AF

8. AFIADL.

Course Number	Course Title	Location	User
CDC 4Y051A	Dental Assistant Journeyman	Gunter Annex, Maxwell AFB AL	AF
CDC 4Y051B	Dental Assistant Journeyman	Gunter Annex, Maxwell AFB AL	AF
CDC 4Y071	Dental Assistant Craftsman	Gunter Annex, Maxwell AFB AL	AF
00006 (See note below)	Air Force Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL	AF
00008	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL	AF
00012G	CD-ROM - SNCO Academy	Gunter Annex, Maxwell AFB AL	AF

NOTE: Active duty, AFRES and ANG members may enroll in the NCO and SNCO Academy correspondence courses. However, active duty members must graduate from the resident courses prior to their promotion to the grades of MSgt or CMSgt. For information on courses listed in this index refer to web site *https://etca.randolph.af.mil*, AF in-residence courses and the AFIADL Catalog for non-resident courses.

9. Exportable EST Courses.

Course Number	Course Title	Location	User
J6AZI4Y071 000	Advanced Oral Hygiene Practicum	Various	AF

10. Courses Under Development/Revision.
Note: The Dental Assistant Craftsman course is currently under development and projected for release in 2003.

Section E - MAJCOM Unique Requirements

11. Note: There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Documentation of Training

12. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder. AFI 36-2201 (Developing, Managing, and Conducting Training), Para 4.3.3., authorizes Career Field Managers to bring training documentation back into one "OJT" record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. All enlisted personnel assigned to a dental treatment facility will have an Enlisted Training and Competency Folder, from airman basic to chief master sergeant. The folders will be kept current for present duty position. It is recommended that the folder be maintained for future use if the individual leaves the career field. This training guidance has focused on two main areas: 1) Master Training Plan and 2) Documentation of training in the Enlisted Training and Competency Folder. Although not mandated, each part of the competency folder may contain separate indexed tabs or tabbed dividers for the documentation of different categories of training.

13. Master Training Plan (MTP).

13.1. The Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

13.2. Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed on the following page.
13.2.1. Unit Specific Orientation Checklist

13.2.2. Job descriptions as identified in AFMAN 36-2108, Atch 33

13.2.3. Dual Channel OJT Concept (see figure 15-6.1)

13.2.4. Testing procedures for CDCs

13.2.5. Uses of AF Form 623 and Job Qualification Standard *(*JQS) (AFI 36-2201)

13.2.6. Performance standards

13.2.7. Master Career Field Education Training Plan (MCFETP)

13.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

14. Documentation of Training, The Enlisted Training and Competency Folder.

14.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all dental personnel (4Y0XXs). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with all Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. The unit training manager can provide assistance with training documentation.

15. Documents included in the 4Y0XX Training and Competency Folder.

15.1 To assemble a 4Y0XX training record, use a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label centered on the front cover entitled, "Enlisted Training and Competency Folder" with the member's full name (last name, first name, middle initial), rank and SSAN. An AFVA 205-15, "PRIVACY ACT STATEMENT" will be placed below the Title and Trainee information. These labels will be centered on the front cover as viewed in the portrait orientation. Other sections of the 6-part folder are discussed in detail in the paragraphs below. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence shown in Figure 15-1.

ENLISTED TRAINING AND COMPETENCY FOLDER Jones, William G. SrA 123-45-6789		
PART 1 - Locally required training/skill competency documentation - AF Form 55-Safety Training - Initial Dental Orientation - Certificates of training	**PART 3** - Mandatory Training - Qualification Training - Inservice Training	**PART 5** - AF Form 2096 - PC III documentation
PART 2 - AF Form 623 - CFETP 7-Level MSgt and Below - AF Form 797 (as required)	**PART 4** - AETC Form 156 or computer generated student report (if applicable) - AF Forms 623a -- Job Description/Performance Standards Review -- Orientation -- Training progress	**PART 6** Continuing Education record -Required to maintain certification - National and State Certificates

Figure 15-1, Organization of the 4Y0XX OJT record.

15.2. Part 1, the first two-pronged section, is located inside the front cover. Locally required training & skills competency documentation is to be maintained in Part 1. This may include BLS, SABC instructor training, etc. In addition, AF Form 803, *Report of Task Evaluations,* will be filed in this section, if required.

15.2.1. AF Form 55, *Employee Safety and Health Record*, is also maintained in Part 1. AFI 91-301*, Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program,* June 1996*,* authorizes supervisors to file the AF Form 55 with the AF Form 623, *On-The-Job Training Record*.

15.2.2. Initial Dental Orientation.

15.3. Part 2, AF Form 623 and Career Field Education and Training Plan (CFETP):
Attach AF Form 623, into Part 2 of the 6-part folder. ***Note: Maintenance of AF Form 623 including the CFETP is mandatory for all MSgt 7-Level and below assigned to dental facilities. Dental personnel not currently assigned to dental facilities must keep their CFETP for future use.*** Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

15.3.1. AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP. AF Form 797 is illustrated in Figure 15-2.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
		CERTIFICATION						
TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	MAJCOM DIRECTED USE ONLY			COMPLETION DATE
1	Retrieve and send electronic mail. TR: Medical Group Instruction 40-5							
2	Assist in post mortem identifications. TR: Dental Assistant Journeyman CDC 4Y051A							
3	Perform instrument pick up and delivery for dental instrument processing center. TR: Dental Squadron OI 44-17							
TRAINEE NAME Warren, Rachael								

AF FORM 797, Feb 99 (*EF*)

Figure 15-2, Sample, AF Form 797 documentation.

15.4. Part 3, Mandatory, Qualification, and Inservice Training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

15.4.1 Mandatory Training. AF Form 1098, *Special Task Certification and Recurring Training*, documents this training as shown in Figure 15-3. Related computer generated products may be used in lieu of the AF Form 1098. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
BLS Training	1 Apr 97			4	C	Bi-annual	1 Apr 99
Patient Sensitivity	20 Mar 97			P		A	20 Mar 98
Hospital Safety	12 May 97			P		A	12 May 98
QA&I	12 May 97			P		A	12 May 98
Infection Control	12 May 97			P		A	12 May 98
NAME OF TRAINEE (Last, First, Middle Initial Arter, Shawn B.		GRADE SrA		UNIT AND OFFICE SYMBOL SGD			

AF FORM 1098, APR 85 ***(EF)***

Figure 15-3, Sample mandatory recurring training documentation.

15.4.2. Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Packages (QTPs). This section documents ongoing completion of QTPs, if applicable as shown in Figure 15-4. Air Reserve Component sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document. Documentation in reference to radiology or preventive dentistry competency assessments may be maintained in this section.

Dental Assistant Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: 5-Skill Level 7-Skill Level

Volume 2. Clinical Skills - Radiology					
Core Task	***Module Number***	***Page Number***	***Module Title***	***Date Completed***	***Trainer's Initials***
⑤	1.	1	Adjusting Dental Radiographic Equipment		
⑤	2.	3	Exercising Radiation Safety		
⑤	3A.	5	Exposing Periapical Radiographs Using A Paralleling Technique		
⑤	3B.	7	Exposing Horizontal Bitewing Radiographs Using A Paralleling Technique		
⑤	3C.	10	Exposing Vertical Bitewing Radiographs Using A Paralleling Technique		
⑤	4.	12	Exposing Endodontic Radiographs Using The Bisecting Angle Technique		
⑤	5.	14	Exposing Occlusal Radiographs Using The Bisecting Angle Technique		
⑤	6.	16	Producing Panoramic Radiographs		
⑤	7.	19	Processing, Mounting And Labeling Dental Radiographs		
	8.	21	Duplicating Dental Radiographs		

Figure 15-4, Sample, Qualification Training Progress Record.

15.4.3. Inservice Training. Inservice training is training that does not award continuing education hours. AF Form 1098s may be used to document inservice training as shown in Figure 15-5. This training may include sterilization techniques, tray setup, handpiece maintenance, and dental records management.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FRE-QUENCY G.	DUE DATE H.
Dental Records Mgmt	1 April 97			1 hour			
Handpiece Maintenance	17 May 97			1 hour			
Sterilization Techniques	17 June 97			2 hours			
NAME OF TRAINEE (Last, First, Middle Initial VonBon, Eugene J. Jr		GRADE SrA		UNIT AND OFFICE SYMBOL SGD			

AF FORM 1098, APR 85 *(EF)*

Figure 15-5, Sample, In-service Training Documentation.

15.5. Part 4, AF Form 623a, *OJT Training Record Continuation Sheet/Automated product.* This form may be utilized to document all progress of individual training. Figures 15-6, 15-6.1, 15-6.2 are provided as samples.

15.5. Document the member's entry into upgrade training, initial orientation, initial evaluation results and periodic evaluations of training progress. Include CDC progress and unit review exercise cards.

15.5.1.1. Accomplish an initial evaluation when a new person arrives to the clinic or when someone changes duty positions. For more information see AFI 36-2247 Para 2.4.6., through 2.4.6.1.4.

15.5.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

15.5.3. AETC Form 156, *Student Training Report* or computer generated student report. This form documents the level of success, strengths, and weaknesses that a student demonstrated during Technical School. It is mailed to the immediate supervisor shortly after the graduate arrives at his/her duty station. This form is maintained on top of the AF Form 623a until 5-level upgrade training is complete.

ON-THE-JOB TRAINING RECORD
CONTINUATION SHEET

14 Feb 2002

SrA Paul Ellis is assigned to the Dental Squadron on this date. I have been assigned as his trainer and will orient SrA Ellis to the squadron using the Dental Squadron orientation checklist located in the Master Training Plan dated 17 March 2002. An initial interview was accomplished on this date. SrA Ellis currently has no disqualifiers that would delay his orientation/training. SrA Ellis stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. SrA Ellis seems to be very enthusiastic about working in the Clinical Dentistry Flight and has expressed his desire to take on any challenges that the trainers have to offer. An initial evaluation was conducted IAW AFMAN 36-2247, *Planning, Conducting, Adminstering, and Evaluating Training,* Para 2.4.6. Additional training in the following areas is needed to meet the work centers position tasks qualifications: The training plan for SrA Ellis has been adjusted to accomplish this training. Or, SrA Ellis was previously qualified on required work center tasks. These qualifications will be re-verified prior to release from unit orientation.

//Signed//
PAUL W. ELLIS, SrA, USAF
Dental Assistant Apprentice

//Signed//
ANGELA J. EVANS TSgt, USAF
NCOIC, Clinical Dentistry Flight

27 Feb 2002

A mid-orientation progress check was accomplished on this date. SrA Ellis has progressed through the dental clinic orientation dated 14 Feb 2002, with little to no difficulty. He completed his review of the Dental Clinic OIs and has begun required reading of applicable Medical Group instructions.

//Signed//
PAUL W. ELLIS, SrA, USAF
Dental Assistant Apprentice

//Signed//
ANGELA J. EVANS TSgt, USAF
NCOIC, Clinical Dentistry Flight

12 Mar 2002

SrA Ellis has completed all training on the Clinical Dentistry Flight orientation checklist dated 14 Feb 2002. A review of the checklist with SrA Ellis indicates that he was knowledgeable of all items discussed. SrA Ellis stated that he felt comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA Ellis be released from orientation on this date.

//Signed//
PAUL W. ELLIS, SrA, USAF
Dental Assistant Apprentice

//Signed//
ANGELA J. EVANS TSgt, USAF
NCOIC, Clinical Dentistry Flight

I concur with the recommendation

//Signed//
LORRIN SAVAGE, MSgt, USAF
Dental Squadron Superintendent

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED

Figure 15-6, Sample, Orientation Documentation (4Y0XX Model)

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

INITIAL BRIEFING
(Trainee Orientation)

_____has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2201 and AFMAN 36-2108 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC 4Y0X1 are: (1) Satisfactory completion of CDC 4Y051 A&B; (2) Supervisor certify job qualifications with adequate hands on training; (3) Completion of CDC 4Y071 and; (4) Supervisor recommendation for upgrade. Each airman in grades E-1 through E-7 has an AF Form 623, and CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFMAN 36-2108 mandatory requirements for upgrade, and core task requirements. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

_____ _____ _____
SUPERVISOR'S SIGNATURE ***TRAINEE'S SIGNATURE*** ***DATE***

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED

Figure 15-6.1, Sample, Initial Upgrade Training Briefing

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).

2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.

3. Attain and maintain qualification in your assigned AFS.

4. After CDC briefing trainee will do the following: (Read and initial)

_____ a. Read "Your Key to a Successful Course."
_____ b. Make all required course corrections and return entire package to your supervisor.
_____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
_____ d. Supervisor will check URE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
_____ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. The URE is a teaching device and must be administered as open book exercises. All scores less than 100 percent require review training.
_____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
_____ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
_____ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.

5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.

6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN36-2108, your supervisor will initiate upgrade action on you.

_____ _____ _____
SUPERVISOR'S SIGNATURE ***TRAINEE'S SIGNATURE*** ***DATE***

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a, MAR 79 PREVIOUS EDITION WILL BE USED

Figure 15-6.2, Sample, Upgrade Documentation (4Y0XX Model)

15.5.4 An AF Form 623a defines the member's job description and performance standard. Note: An AF Form 623a overprint/automated product may be used to document both supervisor/subordinate reviews as shown in figure 15-7.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

23 Jul 97
I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.

//Signed//
JUANITA ROY, SrA, USAF
Dental Assistant Apprentice

23 Jul 97
SrA Roy has completed her review of her job description and performance standards on this date. I am confident that she is thoroughly familiar with standards and expectations. At this time SrA Roy has no questions or concerns.

//Signed//
SABRE' G. ALDERETE, TSgt, USAF
OJT Trainer, Clinical Dentistry Flight

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED

Figure 15-7, Sample, Job description/performance standards review (4Y0X1 Model).

15.6. Part 5, AF Form 2096, *Classification On-The-Job Training Action.* This form will be used to document official training actions, i.e. award of skill level, training status changes and decertification. NOTE: A PC III automated document may be substituted for AF Form 2096.

15.7. Part 6, Continuing Education. Any continuing education directly related to the practice of dentistry, which would be approved for continuing education hours by the National Boards for Dental Assisting and Dental Laboratory Technicians.

15.7.1. Maintain a copy of state and national certification certificates, certificates of training and other supporting documentation for Certified Dental Assistants, Certified Hygienists, Dental Assistants and Certified Dental Laboratory Technicians.